

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes () ☐ use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

1. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	POLIQUIT		
FIRST NAME	AIMEE	NAME EXTENSION (JR., SR)	
MIDDLE NAME	REFUERZO		
3. DATE OF BIRTH (mm/dd/yyyy)	03/19/1988	16. CITIZENSHIP If holder of dual citizenship, please indicate the details.	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input checked="" type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	BAYBAY, LEYTE		Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS ZIP CODE	#5874 SAN JOAQUIN STREET House/Block/Lot No. Street BRGY. OLYMPIA Subdivision/Village Barangay MAKATI CITY METRO MANILA City/Municipality Province
7. HEIGHT (m)	1.57		
8. WEIGHT (kg)	70		
9. BLOOD TYPE	O+		
10. GSIS ID NO.	2004813569		
11. PAG-IBIG ID NO.	1210-9971-7680	18. PERMANENT ADDRESS ZIP CODE	#1045 House/Block/Lot No. Street BRGY PATAG Subdivision/Village Barangay BAYBAY CITY LEYTE City/Municipality Province
12. PHILHEALTH NO.	02-050595908-7		6521
13. SSS NO.			
14. TIN NO.	288-712-438	19. TELEPHONE NO.	
15. AGENCY EMPLOYEE NO.	160118-1332	20. MOBILE NO.	09052062239
		21. E-MAIL ADDRESS (if any)	poliquit_aimee@yahoo.com

II. FAMILY BACKGROUND


22. SPOUSE'S SURNAME	N/A		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME		NAME EXTENSION (JR., SR)	N/A	/ /
MIDDLE NAME				/ /
OCCUPATION				/ /
EMPLOYER/BUSINESS NAME				/ /
BUSINESS ADDRESS				/ /
TELEPHONE NO.				/ /
24. FATHER'S SURNAME	POLIQUIT			/ /
FIRST NAME	ARNE JOSE	NAME EXTENSION (JR., SR)		/ /
MIDDLE NAME	FERNANDEZ			/ /
25. MOTHER'S MAIDEN NAME				/ /
SURNAME	REFUERZO			/ /
FIRST NAME	ADELITA			/ /
MIDDLE NAME	MAZO		(Continue on separate sheet if necessary)	

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	PATAG ELEMENTARY SCHOOL	GRADUATE	1995	2001	GRADUATE	2001	WITH HONORS
SECONDARY	BAYBAY NATIONAL HIGH SCHOOL	GRADUATE	2001	2005	GRADUATE	2005	CONSISTENT HONOR STUDENT
VOCATIONAL / TRADE COURSE	N/A						
COLLEGE	VISAYAS STATE UNIVERSITY (VSU)	BS HOTEL, RESTAURANT AND TOURISM MANAGEMENT	2005	2009	GRADUATE	2009	CUMLAUDE
GRADUATE STUDIES	N/A						

(Continue on separate sheet if necessary)

SIGNATURE		DATE	October 1, 2021
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVIC / NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATION/S						
29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK	
		From	To			
	HOME ECONOMIST SOCIETY (HES), VISAYAS STATE UNIVERSITY	06/2005	04/2009		ALUMNUS, ACADEMIC ORGANIZATION	
	UNIVERSITY STUDENT SUPREME COUNCIL VISAYAS STATE UNIVERSITY	06/2005	04/2009		ALUMNUS, ACADEMIC ORGANIZATION	
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(Continue on separate sheet if necessary)						
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED						
(Start from the most recent L&D/training program and include only the relevant L&D/training taken for the last five (5) years for Division Chief/Executive/Managerial positions)						
30.	TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	INCLUSIVE DATES OF ATTENDANCE (mm/dd/yyyy)		NUMBER OF HOURS	Type of LD (Managerial/ Supervisory/ Technical/etc)	CONDUCTED/ SPONSORED BY (Write in full)
		From	To			
	SEMINAR ON ENHANCING THE CAPABILITIES OF THE SECRETARIES AND CLERKS	08/08/2019	08/09/2019	16.0	CLERICAL	HUMAN RESOURCES MANAGEMENT DIVISION
	CPO-2-9 QUALITY MANAGEMENT	07/23/2019	07/24/2019	16.0	TECHNICAL	JAPAN COOPERATION CENTER PETROLEUM (JCCP)
	SEMINAR ON TELEPHONE ETIQUETTE/ PROPER HANDLING OF CALLS	07/04/2017	07/04/2017	8.0	CLERICAL	HUMAN RESOURCES MANAGEMENT DIVISION
	TRAINING ON MICROSOFT WORD, EXCEL, POWERPOINT 2013 AND WINDOWS 10	11/10/2016	11/11/2016	16.0	CLERICAL	INFORMATION TECHNOLOGY AND MANAGEMENT SERVICES/ HUMAN RESOURCES MANAGEMENT DIVISION
	SEMINAR-WORKSHOP IN WRITTEN COMMUNICATION SKILLS ENHANCEMENT	07/26/2016	07/27/2016	16.0	TECHNICAL	HUMAN RESOURCES MANAGEMENT DIVISION
	ORIENTATION ON ENERGY FACILITES OPERATIONS, PILILLA RIZAL	06/10/2016	06/10/2016	8.0	TECHNICAL	HUMAN RESOURCES MANAGEMENT DIVISION
	DETECTION OF COUNTERFEIT CURRENCY BILLS & SIGNATURE VERIFICATION AND FORGERY DETECTION	03/13/2012	03/20/2012	16.0	TECHNICAL	CENTRAL HUMAN RESOURCE DIVISION OF CITYSTATE TOWER HOTEL
	JOB SEEKING SEMINAR	03/02/2009	03/02/2009	8.0		VISAYAS STATE UNIVERSITY
	ON THE JOB TRAINING (OJT)	10/13/2008	02/14/2008	1000.0		MARIBAGO BLUEWATER BEACH RESORT
	FIRE PROTECTION AND PREPAREDNESS SEMINAR	01/12/2008	01/12/2008	8.0		VISAYAS STATE UNIVERSITY
	APPRENTICESHIP AND SERVICE MANAGEMENT SEMINAR	02/2007	02/2007	8.0		VISAYAS STATE UNIVERSITY
	SEMINAR AND WORKSHOP IN PERSONALITY DEVELOPMENT IN COSMETOLOGY ENHANCEMENT	12/08/2006	12/08/2006	8.0		VISAYAS STATE UNIVERSITY
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(Continue on separate sheet if necessary)						
VIII. OTHER INFORMATION						
31.	SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)			33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)	
	SINGING				HOME ECONOMIST SOCIETY (HES)	
	COOKING					
	TRAVELING					
	WATCHING MOVIES					
(Continue on separate sheet if necessary)						
SIGNATURE				DATE	October 1, 2021	

<p>34. Are you related by consanguinity or affinity to the appointing or recommending authority, or to the chief of bureau or office or to the person who has immediate supervision over you in the Office, Bureau or Department where you will be appointed,</p> <p>a. within the third degree?</p> <p>b. within the fourth degree (for Local Government Unit - Career Employees)?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>35. a. Have you ever been found guilty of any administrative offense?</p> <p>b. Have you been criminally charged before any court?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <hr/> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p>Date Filed: _____</p> <p>Status of Case/s: _____</p>												
<p>36. Have you ever been convicted of any crime or violation of any law, decree, ordinance or regulation by any court or tribunal?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>37. Have you ever been separated from the service in any of the following modes: resignation, retirement, dropped from the rolls, dismissal, termination, end of term, finished contract or phased out (abolition) in the public or private sector?</p>	<p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If YES, give details: <u>RESIGNATION</u></p>												
<p>38. a. Have you ever been a candidate in a national or local election held within the last year (except Barangay election)?</p> <p>b. Have you resigned from the government service during the three (3)-month period before the last election to promote/actively campaign for a national or local candidate?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details: _____</p>												
<p>39. Have you acquired the status of an immigrant or permanent resident of another country?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, give details (country): _____</p>												
<p>40. Pursuant to: (a) Indigenous People's Act (RA 8371); (b) Magna Carta for Disabled Persons (RA 7277); and (c) Solo Parents Welfare Act of 2000 (RA 8972), please answer the following items:</p> <p>a. Are you a member of any indigenous group?</p> <p>b. Are you a person with disability?</p> <p>c. Are you a solo parent?</p>	<p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p> <p>If YES, please specify ID No: _____</p>												
<p>41. REFERENCES (Person not related by consanguinity or affinity to applicant /appointee)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 35%;">NAME</th> <th style="width: 35%;">ADDRESS</th> <th style="width: 30%;">TEL. NO.</th> </tr> </thead> <tbody> <tr> <td>RODELA I. ROMERO</td> <td>DEPARTMENT OF ENERGY- OIMB</td> <td>09175560750</td> </tr> <tr> <td>ENGR. EARL JAN R. NERA</td> <td>DEPARTMENT OF ENERGY, BGC TAGUIG CITY</td> <td>09175181005</td> </tr> <tr> <td>RAMMEL SIGLOS</td> <td>CITYSTATE TOWER HOTEL, MALATE, MANILA</td> <td></td> </tr> </tbody> </table>		NAME	ADDRESS	TEL. NO.	RODELA I. ROMERO	DEPARTMENT OF ENERGY- OIMB	09175560750	ENGR. EARL JAN R. NERA	DEPARTMENT OF ENERGY, BGC TAGUIG CITY	09175181005	RAMMEL SIGLOS	CITYSTATE TOWER HOTEL, MALATE, MANILA	
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RAMMEL SIGLOS	CITYSTATE TOWER HOTEL, MALATE, MANILA												
<p>42. I declare under oath that I have personally accomplished this Personal Data Sheet which is a true, correct and complete statement pursuant to the provisions of pertinent laws, rules and regulations of the Republic of the Philippines. I authorize the agency head/authorized representative to verify/validate the contents stated herein. I agree that any misrepresentation made in this document and its attachments shall cause the filing of administrative/criminal case/s against me.</p>													

Government Issued ID (i.e.Passport, GSIS, SSS, PRC, Driver's License, etc.)	
PLEASE INDICATE ID Number and Date of Issuance	
Government Issued ID:	DOE-I.D.
ID/License/Passport No.:	160118-1332
Date/Place of Issuance:	

Signature (Sign inside the box)
01 October 2021
Date Accomplished

POLIQUIT, AIMEE R.

PHOTO

Right Thumbmark

SUBSCRIBED AND SWORN to before me this _____, affiant exhibiting his/her validly issued government ID as indicated above.